

29 June 1960

MEMORANDUM FOR RECORD

SUBJECT: Procedures For Selection of Former Employees for Possible Membership in the CIA Civilian Standby Reserve.

1. Pursuant to recent discussions with various officials concerned with the Agency's Career Service programs, it has been concluded that the selection of former employees for contact regarding membership in the Agency's Civilian Standby Reserve should be made within the Office of Personnel without reference to the operating office or Career Service concerned for the following reasons:

a. Since initial selections made within the Office of Personnel are limited to those former employees who have been declared reemployable by all concerned and who come within established criteria for membership in the Standby Reserve, the losing operating office and Career Service has no basis for further screening.

b. Membership in the Standby Reserve does not mean an automatic recall in event of emergency. The reserve merely constitutes a source from which emergency manpower needs can be drawn.

2. In view of the above, the following procedures will apply in the selection and processing of names of those former employees to be contacted regarding membership in the Civilian Standby Reserve.

a. Exit interview personnel of BSD, Office of Personnel, will ascertain the full name of the intended spouse from females who have given marriage as the reason for resignation. (This is necessary in order to guard against contacting an individual whose husband may be an employee or agent under cover).

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b. Selection of potential members for the Standby Reserve will be limited to those former employees who meet the following criteria:

- (1) Determined at time of separation to be unqualifiedly reemployable.
- (2) Grade GS-7 or above.
- (3) Not over 60 years of age.
- (4) Not planning to reside in a foreign country.
- (5) Not married to or resigning to marry an Agency employee or Agent. (Wives of employees can always be reached in an emergency through an Agency general call).
- (6) Not a member of a Military Ready Reserve.

c. Before contacting former employees to ascertain their willingness to serve in the Standby Reserve, clearances will be obtained from the following offices:

- (1) Medical Staff
- (2) Office of Security
- (3) Central Cover Division, DD/P
- (4) Contract Personnel Division, OP.

d. Periodic contact will be maintained with members of the Standby Reserve in order to ascertain current address and continued willingness to be available for call in event of emergency.

  
Chief, Mobilization and Reserve Branch  
Office of Personnel

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CONCURRENCES:

STATINTL

*✓ Sect. CS/OS Board*

30 June 1960  
Date

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*17/99/1 (Admin.)*

6/3/60  
Date

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*EA/DDS*

7/6/60  
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